

# Market Range Detail - Risk Management Supervisor

## Effective Date

October 3, 2007

## Market Range Title Description

Positions in this market range title are involved in identifying, developing, implementing and reviewing risk management programs. Typical job duties include: supervising Safety Representatives or Claims Adjusters; developing and maintaining information systems; identifying risk occurrences, records claims, settlements and risk related costs; performing data analysis along with statistical reports; projecting financial losses; assisting in the budget preparation; administering, developing, and presenting safety training programs; managing Attorney representation on litigated claims; managing Worker's Compensation program; planning, organizing and supervising staff; maintaining effective communication; conferring on legal issues affecting the County's exposure to risk. Other duties may include assisting in the procurement of property and liability insurance; evaluating proposed insurance contracts; reviewing bid proposals and contract; staff selection and any additional tasks assigned by the Risk Manager.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$31.38	\$38.25	\$45.11

## Likely Minimum Qualifications

- Bachelors degree in Business or Public Administration, Risk Management, or related field
- 8 years of experience in risk management, claims management, occupational safety, loss control, or loss prevention programs
- 2 years administrative or supervisory experience
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications

## Working Titles

- Assistant Risk Manager - Claims
- Assistant Risk Manager - Safety

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.